

13 FAM 230 LANGUAGE TRAINING FOR ASSIGNMENTS

*(CT:TPD-001; 05-20-2004)
(Office of Origin: FSI)*

13 FAM 231 RELATED DIRECTIVES

*(CT:TPD-001; 05-20-2004)
(Uniform State/USAID)
(Applies to Foreign Service Employees Only)*

- a. See USAID ADS (Automated Directives Systems) 458.5.
- b. See 13 FAM 222.2 for base level language and reading rating scales.

13 FAM 232 TRAINING FOR LANGUAGE DESIGNATED POSITIONS (LDPS)

*(CT:TPD-001; 05-20-2004)
(Uniform State/USAID)
(Applies to Foreign Service Employees Only)*

- a. An employee assigned to a language designated position (LDP) who does not possess the required tested level of language proficiency shall be assigned for a suitable length of language training to enable the employee to gain the proficiency prior to assumption of duties at post.
- b. If the required level of competence is not attained at the end of the language training period, the employee is expected to continue training at the post at the highest level of intensity consistent with the requirements of the job and the availability of geographic bureau funds until the designated proficiency is reached.
- c. In determining whether an employee has the language qualifications for an LDP, test scores have the following periods of validity, counted from the date of the test to the estimated date of arrival at post.

Tested Proficiency	Duration of Validity
---------------------------	-----------------------------

S-3+/R-3+ or below	five years
S-4/R-4 or above	indefinite

- d. An employee who has previously scored at the proficiency level required by the prospective position but whose test date is past the duration of validity to meet the above (see 13 FAM 232 paragraph c) criteria shall be retested. If proficiency has fallen below that required level, the employee shall be given a refresher course of study to assist in recovering the previous competence prior to arrival at post.

13 FAM 233 NON-LANGUAGE-DESIGNATED POSITIONS

(CT:TPD-001; 05-20-2004)

(Uniform State/USAID)

(Applies to Foreign Service Employees Only)

- a. Every officer assigned to a post where French or Spanish is a primary language, shall, insofar as practicable, have a tested proficiency of at least S-2/R-2 in such language or undergo intensive training to bring the officer as close to S-2/R-2 proficiency as circumstances permit before assumption of duties at the post.
- b. The requirement of 13 FAM 233 paragraph a is equally applicable where one of the languages listed in the same paragraph serves as the primary-alternate language of the post, if the officer is not already proficient or assigned to training in the primary language.

13 FAM 234 MEMBERS ON FIRST FIELD ASSIGNMENT

(CT:TPD-001; 05-20-2004)

(Uniform State/USAID)

(Applies to Foreign Service Employees Only)

- a. Any new member of the Foreign Service of classes FS-6 through FS-4, whose first field assignment is to a language designated position where a Category A language (see 13 FAM Exhibit 234) is primary, shall normally receive training before assumption of duties at the post, if the member does not have a tested proficiency of at least S-3/R-3 in the language.

(Note: The remainder of this subchapter does not apply to USAID. See

USAID Handbook 28, chapter 4.) If tested proficiency is less than S-1, the training should be for up to 18 weeks. If tested proficiency is S-1 or S-1+, the training should be for up to 16 weeks. If tested proficiency is S-2 or S-2+, the training should be from eight to 12 weeks. If the officer's first field assignment is to a post where any other language is primary and the officer does not have a tested proficiency of at least S-2/R-2 in the language or an S-3/R-3 in the primary-alternate language of the post, the officer shall normally receive up to 24 weeks of training (depending on the language and previous knowledge of that language). Normally, a primary language will take precedence over the primary-alternate language.

- b. Officers with language limitation (see 13 FAM 222.1-9), whose first assignment is to Washington or to a post where English is a primary-A may be considered for language training before the assignment only if such training will meet Foreign Service needs or substantially assist the individual officer. In cases where such training has not been given and the officer has not been removed from probation, a second assignment will not be made without provision for language training.

13 FAM 235 FOREIGN SERVICE STAFF PERSONNEL

(CT:TPD-001; 05-20-2004)
(Uniform State/USAID)
(Applies to Foreign Service Employees Only)

Foreign Service staff personnel in non-language-designated positions shall be given the opportunity for language training to the extent possible. In particular, secretaries to principal officers, deputy chiefs of mission, and public affairs officers shall, whenever possible, be given a minimum of eight weeks of language training if they do not already possess at least a tested S-2 proficiency in the language. This assumes even greater importance when such personnel are assigned to posts where Foreign Service National employees do not speak adequate English.

13 FAM 236 PERSONNEL WITHOUT PROFICIENCY IN A PRIMARY LANGUAGE

(CT:TPD-001; 05-20-2004)
(Uniform State/USAID)
(Applies to Foreign Service Employees Only)

- a. Every employee assigned to a post where a Category A language is a

primary language and who does not have an "elementary" or "courtesy" level of proficiency (S-1) in the appropriate language will, to the maximum practical extent, be given at least eight weeks of full-time training before departure for post.

- b. Every employee who does not have a "courtesy" level of proficiency in a primary language of post of assignment and who is not given training before arrival at the post will be expected to undertake a M/FSI-approved self-study program or as much live instruction as the resources of the geographic bureau permit.

13 FAM 237 THROUGH 239 UNASSIGNED

13 FAM EXHIBIT 234 CATEGORY A AND B LANGUAGES

(CT:TPD-001; 05-20-2004)

Category A

Afrikaans	Italian	Spanish
Danish	Lingala	
Dutch	Swedish	
French	Norwegian	
Haitian Creole	Portuguese	
German	Romanian	

Category B

Albanian	Greek	Polish
Amharic	Hebrew	Russian
Arabic	Hindi	Serbian
Armenian	Hungarian	Sinhala
Azerbaijani	Icelandic	Slovak
Belarusian	Indonesian	Slovenian
Bengali	Japanese	Somali
Bulgarian	Kazakh	Swahili
Burmese	Korean	Tagalog
Cambodian	Kyrgyz	Tajiki
(Khmer)		
Chinese	Lao	Tamil
(Cantonese)		
Chinese (Mandarin)	Latvian	Thai
Croatian	Lithuanian	Turkish
Czech	Malay	Turkmen
Dari	Moldavian	Ukrainian
Estonian	Mongolian	Urdu
Farsi	Nepali	Uzbek
Finnish	Pashto	Vietnamese
Georgian	Persian	Visayan

(NOTE: For USAID see the Mandatory Reference for ADS 458.)